

Position vacancy:

# Alumni Coordinator

The U.S. Embassy in Tokyo is seeking an Alumni Coordinator in the Public Affairs Section.

**OPEN TO:** All Interested Parties  
**POSITION:** Alumni Coordinator  
**OPENING DATE:** June 22, 2010  
**CLOSING DATE:** July 6, 2010  
**WORK HOURS:** Part Time 20 hours/week  
**SALARY:** Ordinarily Resident (OR): FSN-8 ¥8,664,261 (Full Time annual salary: to be prorated based on hours of work) Not-Ordinarily Resident (NOR): FP-6  
**LENGTH OF HIRE:** Temporary position not to exceed 18 months from the date of hire.

**PLEASE NOTE:**

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

**BASIC FUNCTIONS OF POSITION:**

Under the supervision of the Assistant Cultural Affairs Officer, and in consultation with the Bureau of Educational and Cultural Affairs' Office of Alumni Affairs in Washington, the Coordinator for Alumni Programs is responsible for the development of alumni programming that will multiply the U.S. Government's investment in exchanges and promote greater contact and cooperation among former participants of USG-sponsored exchange programs and between alumni and the Mission. The coordinator will oversee alumni outreach for the entire country and be the alumni point person for all consulates.

**Qualifications Required:**

1. Education: Bachelor's degree in science or humanities is required.
2. Prior Work Experience: At least one year experience in the fields of cultural exchange program administration, alumni outreach, and/or public relations is required.
3. Language Proficiency: Level IV\*(Fluent) Speaking/Writing/Reading English and Japanese are required.
4. Knowledge: Great familiarity with U.S. and Japanese social, cultural and educational environments, including experience living in both countries for at least one year, is required.

5. Skills and Abilities: Proficiency in all standard Microsoft applications; familiarity with online publishing and internet database management; and, experience in the design of interactive social networking pages and services such as those offered by Facebook, YouTube, Twitter, and Mixi is required.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

### **TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in OF-612, or resume.
6. Applications **must** be received by the closing date.
7. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

### **DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted his/her main residency focus to Japan and has the required residency permits for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: July 6, 2010***